

CALIFORNIA WORK OPPORTUNITIES AND RESPONSIBILITY TO KIDS (CalWORKs) REPORTING REQUIREMENTS DEFINITIONS/INSTRUCTIONS

October 13, 2000

Enter data on CalWORKs families that have been authorized to receive a cash grant in the sample month. A CalWORKs family is defined as all individuals receiving assistance as part of a family under the CalWORKs program, and the following additional persons:

1. Parent(s) or caretaker relative(s) (including those receiving SSI) of any minor child receiving assistance;
2. Minor siblings (including those receiving SSI) of any child receiving assistance; and
3. Any person whose income or resources would be counted in determining the family's eligibility, for or amount of assistance.

Therefore, no data nor data entry is to be made for the following household members unless they were included in the AU, OR their income/resources were counted in determining the family's eligibility for or amount of assistance:

1. Unrelated adults (to any AU member);
2. Unrelated children (to any AU member), including;
3. Foster children.
4. Adult siblings of any minor in the AU.

This reporting instrument is divided into four sections.

1. Review Data,
2. Family Level Data
3. Adult Level Data.

An Adult is a person who is either:

1. Nineteen years of age or older; or
2. Eighteen years of age and head of household; or a
3. Minor head of household

An adult meeting the definition provided above, and meeting the definition of CalWORKs family member provided above, is coded "A" on the face sheet. Data will be reported on "A" adults in the Federal sample universe and "C" adults in the Separate State Program/Maintenance of Effort (SSP/MOE) sample universe.

4. Child Level Data.

"A child," means a person who is a member of an AU and who is under the age of 18, or is 18, and enrolled as a full-time student in high school or a vocational or technical program, provided he/she can reasonably be expected to complete the program before reaching age 19. A minor parent shall be considered a child to the extent they are included in an AU with a senior parent. A child meeting the definition provided above, and meeting the definition of CalWORKs family member provided above, is coded "B" on the face sheet in the Federal sample universe and "D" in the SSP/MOE universe. Data will be reported on "B" and "D" children.

NOTE: All data items are to be answered for the REPORT MONTH (sample month) whether so noted or not. Use agency records, including but not limited to; case record, computer files, WTW records, GAIN files, family support division, contact with agency workers by phone, fax, verbally, etc. Recipient and/or third party contact is not precluded if indicated by worker judgement.

REVIEW DATA: ONE PER REVIEW

T6C. Deprivation

Deprivation is coded based on the youngest child in the AU. There are four possibilities:

- Code 1. Absent parent
- Code 2. Deceased parent
- Code 3. Incapacitated parent
- Code 4. Unemployed principal wage earner

T9. Disposition

There are two federal options for disposition:

- Code 1. Data collection completed; and
- Code 2. Not subject to data collection/listed in error.
Code 2 applies when the case was discontinued by the end of month prior to the reporting month and is not receiving CalWORKs assistance.
Code 2 also applies if this case does not fit the universe from which it was drawn.
If this is a code 2 disposition, make no entries beyond this one.

FAMILY LEVEL DATA: ONE PER REVIEW

T10. New Applicant

A "new applicant" means the reporting month is the first month in which the CalWORKs family receives assistance and the AU has had a chance to be selected into the CalWORKs sample. This may be either the first month that the CalWORKs family has ever received assistance or the first month of a new spell on assistance, ignoring breaks of three months or less.

Example: A family applies for assistance on March 25th and is approved. The State issues the family's check on April 25th to cover assistance for March and April. In this case, the State must include the family on the April report (and as a "new applicant") because it received assistance for April before the end of April. The State would not be required to include it on the March report. A CalWORKs family that is reinstated from a suspension is not a newly approved applicant. An Inter County Transfer (ICT) is not a new applicant in the receiving county.

T10A. Date of Most Recent Aid to Families with Dependent Children (AFDC)/California Work Opportunities and Responsibility to Kids

Enter the two digit month, two digit day and two digit year (MMDDYY) for which the first payment was made under the most recent opening for this assistance cycle, ignoring breaks of three months or less. When the break is greater than three months, enter the date of reopening. An assistance cycle is a continuous spell of receipt of Aid to Families with Dependent Children (AFDC)/CalWORKs cash benefits unbroken by a period of non-assistance sufficient to require a new application for assistance.

T11. Number of Family Members

Enter the number of members receiving assistance under the CalWORKs program. Assistance is defined as: cash payments, vouchers, and other forms of benefits delivered via a CalWORKs agency designed to meet a family's ongoing basic needs for food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses.

Items T11A and T11B break out the adult-child members. Include MFG children in this count. Benefits provided in the form of payments by a CalWORKs agency to individual recipients and conditioned on their participation in work experience, community service, or other work activities, are included in this definition of assistance.

Supportive services such as transportation and child care provided to families who are not employed are also defined as assistance except where specifically excluded by the seven exclusions listed below.

The term "assistance" excludes:

1. Nonrecurring short-term benefits (such as payments for rent deposits or appliance repairs) that:

- A. Are designed to deal with a specific crisis situation or episode of need;
- B. Are not intended to meet recurrent or ongoing needs; and
- C. Will not extend beyond four months.

The exclusion of non-recurrent short-term benefits also applies to supportive services to recently employed families, during temporary periods of unemployment in order to enable continuity in their service arrangements.

2. Work subsidies (example, payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training);
3. Supportive services such as childcare and transportation provided to families who are employed;
4. Refundable earned income tax credits;
5. Contributions to, and disbursements from, Individual Development Accounts;
6. Services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support; and
7. Transportation benefits provided under an Access to Jobs or Reverse Commute Project, pursuant to section 404(k) of the PRWORA to an individual who is not otherwise receiving assistance.

A CalWORKs family is defined as all individuals receiving assistance as part of a family and the following additional persons:

1. Parent(s) or caretaker relative(s) of any minor child receiving assistance;
2. Minor siblings of any child receiving assistance; and
3. Any person whose income or resources would be counted in determining the family's eligibility for, or amount of assistance.

An adult is a person who is either:

1. Nineteen years of age or older; or
2. Eighteen years of age and head of household; or a
3. Minor head of household.

T12A. Non-Needy Caretaker Relative Case?

A non-needy caretaker relative is a relative other than a parent (natural or adoptive) or stepparent head-of-household with sufficient income to meet his or her own needs. An example is a SSI Grandmother; another would be the fully employed paternal uncle.

T13. Receives Subsidized Housing

Indicate whether this family has received subsidized housing for the report month,

Code 1. Public housing is housing that is owned by some governmental entity, rents may be fixed or on a sliding scale according to income.

Code 2. Subsidized housing (rent subsidy) is privately owned housing for which money was paid by the Federal, State or local government or through a private social service agency to the family or to the owner of the housing to assist the family in paying rent.
Two families sharing living expenses do not constitute either subsidized housing or public housing.
Code 3. No housing subsidy.

T13A. For All Household's (HH) Amount Rent/Mortgage

Enter the report month amount of rent or mortgage the AU is obligated to pay from its own resources. Do not include any subsidy amount.
If non-AU members contribute, enter only that part paid by the AU. If unable to distinguish which part of the payment was made by the AU, prorate to arrive at the AU share.

T13B. For All Household's (HH) Utility Expense

This is a food stamp type question. Answer whether the household received food stamps or not.
Code 1. If the household did not incur a utility expense enter a "1". This code can apply to both food stamp and non-food stamp households.

Code 2. If the household was allowed either the full or partial SUA enter a "2". In this instance, the household must be receiving food stamps and must be allowed full or partial SUA as a deduction.

Code 3. If the food stamp household received actual utility expenses enter code "3". Use code "3" if the utilities were included in the rent or in any other situation where a utility cost was incurred and the food stamp household did not get either full or partial SUA.
Use Code 3 if the FSHH incurred a utility cost but the CWD did not allow any utility expenses in the food stamp budget.
Use code 3 if this is a non-food stamp household and the household incurs utility costs.

T15. Receives Food Stamps

For this item, it does not matter when the food stamp benefits were authorized, what month they were "meant" for, whether retroactive, combined or emergency. Did someone in the AU get some in the report month, yes or no.
If any member of the CalWORKs AU received Federal and/or California Food Assistance Program (CFAP) Food Stamps in the report month, enter code 1.
If no member of the CalWORKs AU received Federal and/or CFAP Food Stamps, enter code 2.

T16. Amount of Food Stamp Assistance

Enter the amount of Federal and/or CFAP Food Stamps received by the CalWORKs AU in the report month.
If the CalWORKs AU differs from the FSHH, prorate the amount of food stamps received equally among each food stamp recipient, then add together the amount belonging to the CalWORKs AU members.
If no food stamps were received, enter zero.

T17. Receives Subsidized Child Care

Subsidized childcare means a grant by the Federal, State or local government to or on behalf of a parent (or caretaker relative) to support, in part or whole, the cost of childcare services provided by an eligible provider to an eligible child. The grant may be paid directly to the parent (or caretaker relative) or to a child care provider.
Enter code 1 if the CalWORKs family was authorized to receive childcare that was subsidized either entirely or in part by Federal monies.
Enter code 2 if the CalWORKs family was authorized to receive a childcare subsidy funded entirely under a State, Tribal, and/or local program.
Enter code 3 if the CalWORKs family was not authorized to receive a childcare subsidy.

T18. Amount of Subsidized Child Care

Enter the total amount of Report Month subsidized childcare the CalWORKs family was authorized to receive regardless of source (Fed, State, or local). If the family has not received a childcare subsidy, enter zero.

T19. Amount of Child Support

Enter the total dollar report month amount that the CalWORKs family received. Include current payments, arrearages, recoupment, pass-through and disregard amounts. This does not include amounts retained by the District Attorney Child Support Division nor child support received for a non-aided child nor spousal support. If none, enter zero.

T20. Amount of Family's Cash Resources

Enter the total amount of the CalWORKs family's cash on hand and bank account(s). Do not count the CalWORKs report month grant. If none, enter zero.

T21A. Monthly Grant Amount

Enter the amount of the report month cash grant that was authorized for the CalWORKs AU. Do not add in any amounts being recorded in items 21C (PSN), 21D (HAP), 21E (RISP), or 21F (other special need payment).

Do not include any amount not deducted due to overpayment recoupment or adjustment.

T21B. Number of Months Received Grant

Enter the number of months the family received a cash grant of the type recorded in item T21A. For Federal TANF cases, start with the report month and count back to December 1, 1996 (the first date California made a TANF payment). For a SSP/MOE two parent sample case, start with the report month and count back to October 1, 1999 (the first date California made a SSP/MOE payment).

T21C. Pregnancy Special Need Payment

Enter the amount authorized for the CalWORKs family's report month cash grant.

If none, enter zero.

T21D. Homeless Assistance Payment

Enter the amount authorized for the CalWORKs family's report month cash grant.

If none, enter zero.

T21E. RISP Payments

Enter the amount authorized for the CalWORKs family's report month cash grant.

If none, enter zero.

T21F. Other Special Need Payment

Enter the amount authorized for the CalWORKs family's report month cash grant.

If none, enter zero.

T22A. CalWORKs Child Care Amount

Enter the total amount of CalWORKs childcare assistance authorized for this not employed family to be received by the family or paid to a provider in the report month. If none, enter zero.

T22B. CalWORKs Children Covered

Enter the number of children covered by the amount entered in item T22A.

If none, enter zero.

T22C. CalWORKs Child Care Number of Months

Enter the number of months this not employed CalWORKs family was authorized to receive childcare assistance for at least one child. Do not count months in which this family was employed. Count back to December 1, 1996, the start date for TANF funding. Child care assistance is conditioned, it is paid to enable some WTW activity. The months do not need to be consecutive.

If none, enter zero.

T23A. Transportation Amount

Enter the amount of CalWORKs transportation expense regardless of form that was authorized for this not employed family in the report month.
If none, enter zero.

T23B. Transportation Number of Months

Enter the number of months the transportation expenses listed in Item 23A were authorized to be received regardless of whether any were authorized for the report month. Count back to the inception of TANF funding (12-01-96).
Transportation assistance is conditioned, it is paid to enable some WTW activity. Do not count months in which this family was employed. The months do not need to be consecutive.
If none, enter zero.

T24A. Transitional Services Amount

Enter the amount authorized for the non-employed family in the report month.
If none, enter zero.

T24B. Transitional Services Number of Months

Enter the number of months transitional services have been authorized for this non-employed family regardless of whether any were authorized for the report month. Count back to December 1, 1996.
If none, enter zero.

T25A. Other Amount/Ancillary

Enter the total amount of CalWORKs expenditures authorized for this not employed family that has not been listed in items 21 through 24.
Other Amount/Ancillary assistance is conditioned, it is paid to enable some WTW activity.
If none, enter zero.

T25B. Other Number of Months

Enter the number of months other CalWORKs expenditures were authorized for the family regardless of whether any were received in the report month. Do not count months this family was employed. The months do not need to be consecutive. Count back to the inception of TANF funding, December 1, 1996.
If none, enter zero.

T26A2. Work Requirement Sanction

Indicate whether a work requirement sanction has been imposed for the report month.

T26A2A. Amount

Enter the amount of the work requirement sanction.

T26A3. Family Sanction/Adult with No High School Diploma

Make no entry, this item does not apply to California.

T26A3A. Amount

Make no entry, this item does not apply to California.

T26A4A. Penalty/Cal Learn Teen Parent Not Attending School

Indicate whether a Cal Learn teen parent penalty for not attending school has been imposed for the report month.

T26A4A1. Amount

Enter the amount of the penalty assessed for the report month.

T26A4B. Penalty/Child 16 or older Not Attending School

Indicate whether a penalty for a child age 16 or older (and not a teen parent) not attending school has been imposed for the report month.

T26A4B1. Amount

Enter the amount of the penalty assessed for the report month.

T26A4C. Penalty Parent with Child Not a Teen Parent

Indicate whether a penalty for a parent with a child under age 16 (and not a teen parent) not attending school has been imposed for the report month.

T26A4C1. Amount

Enter the amount of the penalty assessed for the report month.

T26A4D. Immunization Penalty

Indicate whether an immunization penalty has been imposed for the report month.

T26A4D1. Amount

Enter the amount of the penalty assessed for the report month.

T26A5A. Penalty for Non-Cooperation with Child Support

Indicate whether a penalty for non-cooperation with the child support division in establishing paternity/maternity or obtaining child support has been imposed for the report month.

T26A5A1. Amount

Enter the amount of the penalty assessed for the report month.

T26A5B. Sanction for Failure to Assign Child Support Rights

Indicate whether a sanction for failure to assign child support rights has been imposed in the report month.

T26A5B1. Amount

Enter the amount of the sanction assessed for the report month.

T26A6. Failure to Comply with Individual Responsibility Plan

Indicate whether a sanction for failure to comply with an individual responsibility plan has been imposed for the report month.
See MPP 42-711.6.

T26A6A. Amount

Enter the amount of the sanction assessed for the report month.

T26A7. Other Sanction or Penalties

Indicate whether any sanction or penalty other than those listed in items 26A2 through 26A6 has been imposed for the report month.

T26A7A. Amount

Enter the amount of other sanction or penalty assessed for the report month.

T26B. Recoupment of Prior Overpayment

Enter the amount of CalWORKs that has been recouped in the report month to repay a prior overpayment. If none, enter zero.

T26C2. Family Cap (Maximum Family Grant [MFG])

Indicate whether family cap MFG provisions have prevented the MAP from increasing with an additional eligible child(ren) entering the family.

T26C2A. Amount

Enter the amount of the MFG reduction for the report month.
This is calculated by determining the amount of the CalWORKs grant with the MFG child's needs included in the budget formula, then calculating the CalWORKs grant with the MFG child's needs excluded. Then subtract the excluded amount from the included amount and enter that amount in this item.

T26C4. Reduction Length Receipt of Assistance

Indicate whether there are any family members that have been removed from the grant due to reaching the five-year Federal time limit imposed on the receipt of federally funded CalWORKs.

T26C4A. Amount

Enter the amount of reduction in federally funded CalWORKs that can be attributed to the five-year federal time limit on the receipt of CalWORKs.

T26C5. Other Non-Sanction

Indicate whether there has been a report month reduction in assistance due to other non-sanction reasons not listed in items 26B through 26C4.
Do not include reductions due to the receipt of income, earned or unearned.

T26C5A. Amount

Enter the amount of other non-sanction reduction.

T27. Waiver Evaluation Experimental and Control Groups

Indicate whether the CalWORKs case being reported on is a member of a control group (code 1), an experimental group (code 2), or subject to waiver policies (code 3). If not, enter code 9.

T28. Exempt from Federal Time-Limit Provisions

Indicate whether the family is not exempt, or if exempt, the type of exemption.
See All County Letter 99-90, dated October 21, 1999. This ACL is 16 pages long and is too long to incorporate in these definitions except by reference. The ACL provides background and easy to use charts in determining when the Federal time clock is ticking.

NONEXEMPT:

Code 01 = If the family is not exempt from the federal time limit for the receipt of federally funded CalWORKs, enter code 1.

EXEMPT: Family does not include a head-of-household or a spouse of the head-of-household who is receiving federally funded assistance.

Code 02 Exempt because the head-of-household does not receive assistance. If the federally funded CalWORKs family does not include an adult head-of-household, a spouse of the head-of-household, or a minor child head-of-household who has received federally funded assistance for 60 countable months or is otherwise exempt from accrual of months of assistance or termination of assistance under the federal five-year time limit for the report month, enter code 2.

Family includes a head-of-household or a spouse of the head-of-household, but has accrued less than 60 months of assistance.

Code 03 Exempt from accrual of federal months because the case receives State funds only.
Code 04 Federal code not applicable in California. Don't use this code.

Code 05 Exempt from accrual of months due to a welfare reform waiver. Family is exempt from accrual of months under the Federal five-year time limit for the report month based on an approved welfare reform waiver policy.

Family includes a head-of-household or a spouse of the head-of-household, who has received federally funded assistance for 60 countable months.

Codes 06, 07, and 08 are not applicable until 12/2001.

Code 06 Family is exempt from termination of assistance under the Federal five-year time limit for the report month because assistance to the family is funded entirely from state only funds.

Code 07 Family is exempt from termination of assistance under the Federal five-year time limit for the report month due to a hardship exemption, battery, or extreme cruelty.

Code 08 Family is exempt from termination of assistance for the report month based on a good cause domestic violence waiver of time limits.

Code 09 Federal code not applicable in California. Don't use this code.

Code 10 Federal code not applicable in California. Don't use this code.

Code 11 Federal code not applicable in California. Don't use this code.

T29. New Child Only Family for the First Time in the Report Month?

Indicate whether the report month is the first month in which this sampled case has been a "child only case".

Code 1 Yes. Federally funded CalWORKs AU that does not include an adult or a minor head-of-household receiving CalWORKs, and that:

- A. Has received federally funded CalWORKs for at least the report month and the month prior to the report month; and
- B. Did not receive benefits in the prior month as a child-only case; and
- C. Is a child-only case for the report month.

Code 2 No. All other families.

T29A. For All Child Only Case Reason

Enter the code indicating the reason there is no adult or minor head-of-household receiving CalWORKs in the child-only case. This applies to all child only cases, not just to report month new child only cases.

T29V1. Number of Non-Exempt Non-Excluded Vehicles Owned

Enter the number of vehicles, not to exceed nine (9), owned by the CalWORKs family in the report month that are neither excluded nor exempt from resource valuation (i.e., count the number that contribute toward the resource limit).

T29V2. Market Value of First Non-Exempt, Non-Excluded Vehicle

There are items to record market values for three vehicles. Enter the most valuable vehicle in this item. Market value can be determined by internet blue book, blue book, dealer quotes, classified ads, et cetera (etc.). Do not deduct encumbrances. Enter the market value.

If there is no non-exempt, non-excludable vehicle, make no entry.

T29V3. Market Value of Second Non-Exempt Non-Excluded Vehicle

There are items to record market values for three vehicles. Enter the second most valuable vehicle in this item. Market value can be determined by internet blue book, blue book, dealer quotes, classified ads, et cetera (etc.). Do not deduct encumbrances. Enter the market value.

If there is no second non-exempt, non-excludable vehicle, make no entry.

T29V4. Market Value of Third Non-Exempt Non-Excludable Vehicle

There are items to record market values for three vehicles. Enter the third most valuable vehicle in this item. Market value can be determined by internet blue book, blue book, dealer quotes, classified ads, et cetera (etc.). Do not deduct encumbrances. Enter the market value.

If there is no third non-exempt, non-excludable vehicle, make no entry.

ADULT LEVEL DATA: ONE PER PERSON

An adult is a person who is either:

- 1. Nineteen years of age or older; or
- 2. Eighteen years of age and head of household; or a
- 3. Minor head of household.

T30. Family Affiliation

Enter the code indicating the adult's relation to the eligible family.

Valid adult codes are 1, 2, 3, and 5.

MEMBER OF THE ELIGIBLE FAMILY (AU):

Code 1. This adult is a member of the AU.

NOT A MEMBER OF THE ELIGIBLE FAMILY (AU):

Code 2. This adult is not in the AU, but is a parent of a minor child that is in the AU. This code includes sanctioned parents.

Code 3. This adult is not in the AU, but is a non-parent caretaker relative of a minor child that is in the AU.

Code 4. This code is not valid for adults.

Code 5. This adult is not a parent and not in the AU, but has income or resources that are considered in determining the eligibility for or amount of assistance.

T31. Noncustodial Parent Indicator

Indicate whether this adult is a noncustodial parent (NCP).

Code 1. Yes

Code 2. No

Each adult coded T30 code 1 or 2 must have an entry in T31.

The NCP does not have custody of his/her child(ren) in this sampled CalWORKs case. The State must report information on the NCP if the NCP: (1) is receiving assistance (assistance is defined in item #T8); (2) is participating in work activities (defined in items T49 through T62); or (3) has been designated by the State as a member of a family receiving assistance (even though not living in this family's household).

T34A. Hispanic or Latino

Enter either a code 1 (Yes) if this adult is Hispanic or Latino or Code 2 (No) as recorded in agency records.

Each adult must have a code in T34A AND at least one item in T34B through T34F must be coded 1.

Reporting of this data element is optional for persons coded 5 in item T30 (Family Affiliation).

T34B. American Indian or Alaska Native

Enter either a code 1 (Yes) if this item indicates the race of this adult or code 2 (No) as recorded in agency records. Reporting of this data element is optional for persons coded 5 in item T30 (Family Affiliation).

T34C. Asian

Enter either a code 1 (Yes) if this item indicates the race of this adult or code 2 (No) as recorded in agency records. Reporting of this data element is optional for persons coded 5 in item T30 (Family Affiliation).

T34D. Black/African American

Enter either a code 1 (Yes) if this item indicates the race of this adult or code 2 (No) as recorded in agency records. Reporting of this data element is optional for persons coded 5 in item T30 (Family Affiliation).

T34E. Native Hawaiian/Pacific Islander

Enter either a code 1 (Yes) if this item indicates the race of this adult or code 2 (No) as recorded in agency records. Reporting of this data element is optional for persons coded 5 in item T30 (Family Affiliation).

T34F. White

Enter either a code 1 (Yes) if this item indicates the race of this adult or code 2 (No) as recorded in agency records. Reporting of this data element is optional for persons coded 5 in item T30 (Family Affiliation).

T35. Gender

Indicate this adult's gender.

Code 1. Male

Code 2. Female

T36A. Receives Federal Disability Under OASDI

Indicate whether this adult received OASDI for the report month. The operative word is "disability". You must distinguish between retirement and disability.

OASDI = Old Age Survivors Disability Insurance.

Old Age = retirement benefits.

Survivors = death benefits to decedent's beneficiaries.
Disability Insurance = can be paid to the insured and to the insured's dependents.
Sometimes referred to as RSDI. Funded under Title II of the Social Security Act. Contact with the SSA may be required to determine if the source of the OASDI benefit is disability based.

T36B. Receives Benefits Under Non Social Security Act

Indicate whether this adult received non Social Security based disability benefits for the report month.
An example of a non Social Security Act federal disability program is Black Lung benefits.

T36C. Receives Aid Disabled Title XIV APDT

Indicate whether this adult received Title XIV APDT for the report month. Title XIV APDT monies are federal grants to the state to provide aid to persons with a total and permanent disability.

T36D. Receives Aid Aged I Blind Title XVI AABD

Indicate whether this person received Title XVI AABD for the report month.
Title XVI of the Social Security Act funds two programs. This item tracks AABD. Recipients of title XVI I AABD are permanently partially or totally disabled. The "AA" and "BD" designators indicate whether the recipient is in an assisted or independent living situation.

T36E. Receives Supplemental Security Income Title XVI SSI

Indicate whether this adult received SSI for the report month. Title XVI SSI is disability based. The disability must be expected to last one year or more.

T37. Marital Status

Enter the marital status of this adult as of the first day of the report month. If two codes apply (for example, if a person is widowed and remarried), enter the most current.

T38. Relationship to Head of Household

Indicate this adult's relationship to the head of the CalWORKs household. Use the codes provided. For example, if this adult is not married to the head of household but has a child in common with the head of household, then the relationship is code 10, unrelated adult with a child in common (with the head of household).

Federal codes 04, 05, 06, 08, and 09 are not applicable to California and are not to be used.

Code 01. Head of household. Adult is the head of the household. If there is only one adult in the Au, that adult must be coded 01.

There can not be two persons coded as head of household.

Code 02. Spouse. Adult is married to the head of the household.

Code 03. Father or mother of the head of household.

Code 04. Do not use this code.

Code 05. Do not use this code.

Code 06. Do not use this code.

Code 07. Other Related Person. This Adult is not the head of household, is not a parent or the head of household, and is not married to the head of household, but is related in some other way to the head of household.

Code 08. Do not use this code.

Code 09. Do not use this code.

Code 10. Unrelated Adult. This adult is not related to the head of household. Code 10 includes adult not married to head of household but with a child in common with the head of household.

T40. Needs of a Pregnant Woman

If this woman is or is not pregnant and has had her CalWORKs cash assistance authorized to be increased for the report month due to a PSN diet, enter code 1.

If this woman is or is not pregnant and has not had her CalWORKs cash assistance authorized to be increased for the report month by the addition of a PSN dietary consideration, enter code 2.

If this person is a man, enter code 2.

T40A. Other Special Need Payments (Excluding Homeless Assistance)

Indicate whether this adult has been authorized to receive a special need payment (excluding HAP and PSN) for the report month.

T41. Education Level

Enter the code indicating the highest educational level completed by this adult as of the report month. "01-11" means to use the number from 01 through 11 to report the grade level if that is the highest obtained, e.g., eighth grade would be coded as "08". If someone has amassed a large number of college credits without the awarding of a degree, the highest level completed would be code 97.

Kindergarten as the highest level of completion is to be coded 98.

If the person is in the AU (T30 Family Affiliation Code 1), then code 99 Unknown is unacceptable. Code 99 can be used for T30 Codes 2,3, and 4. Coding of this item is optional for persons with a T30 Code of 5.

T42. Citizenship/Alienage

Enter the code denoting this adult's citizenship status. Code what the agency records and IEVS will support. There are three choices:

Code 1. US citizen (native or naturalized);

Code 2. Qualified alien. A "qualified alien" is an alien who is :

- lawfully admitted for permanent residence in the U.S. under the INA; or
- a refugee who is admitted to the U.S. under section 207 of the INA; or
- Granted asylum under section 208 of the Immigration and Nationality Act (INA); or
- paroled into the United States (U.S.) under section 212(d)(5) of the Immigration and Nationality Act (INA) for a period of at least one year; or
- an alien whose deportation is being withheld under section 243(h) of the Immigration and Nationality Act (INA) (under previous law), or section 241(b)(3) of the Immigration and Nationality Act (INA); or
- granted conditional entry pursuant to section 203(a)(7) of the Immigration and Nationality Act (INA) as in effect prior to April 1, 1980; or
- a battered spouse, battered child, or parent or child of a battered person with a petition pending under sections 204(a)(1)(A) or (B) or 244(a)(3) of the Immigration and Nationality Act (INA).

Code 9. Unknown = Other.

T42A. Is This Person Excluded Due to Their Alien Status

Indicate whether this adult is excluded from the assistance unit due to their alien status. Code "Yes" for both undocumented aliens and ineligible Legal Permanent Residents (LPR).

T42B. If Alien, Date of Entry into United States (US)

Enter the date of entry in the following format: MMDDYY; for example, if the date of entry was July fourth, 1976, enter 070476. If this person is either an undocumented alien or not an alien, leave this item blank.

T42C. If Alien, Alien Status

If not a qualified alien, leave this item blank.

Code 1. Refugee.

Code 2. Sponsored Alien.

- Code 3. Amnesty Alien.
 Code 4. Permanent Resident Under Color Of Law (PRUCOL) Alien.
 Code 5. Other Alien.

T43. Cooperation with Child Support

Indicate whether this adult has cooperated with the Child Support Division (CSD) of the District Attorney's (DA's) office. Cooperate with the Child Support Division (CSD) means cooperation in the establishment of paternity, cooperating with child support collection, and the assignment of support rights. If this adult is not required to cooperate with the child support division, enter code 9.

T44. Number of Months Toward Federal Time Limit

Enter the number of months of federally funded TANF assistance this adult has accumulated. The federal time count began with cases receiving assistance beginning December 1, 1996. Include TANF received in another state or U.S. territory.

See All County Letter 99-90, dated October 21, 1999. This ACL is 16 pages long and is too long to incorporate in these definitions except by reference. The ACL provides background and easy to use charts in determining when the Federal time clock is ticking.

T45. Number of Months Remaining on State Time Limit

The State time count begins January 1, 1998, and extends for five-years (60 months). Calculate the number of months of CalWORKs this adult has received since January 1, 1998. Subtract any months in which this adult was a Native American dwelling on a reservation with 50% or more unemployment or months spent by any recipient while a victim of domestic violence. Then subtract the remaining number from 60 (the State's time limit) and enter the result in this item.

There is a State time Limit because the State did not fully implement it's TANF plan (CalWORKs) until 17 months after the enabling Federal legislation.

See All County Letter 99-90, dated October 21, 1999. This ACL is 16 pages long and is too long to incorporate in these definitions except by reference. The ACL provides background and easy to use charts in determining when the State time clock is ticking.

T46. Is Current Month Exempt from the State's Time Limit

Indicate whether this adult is exempt from the state's time limit count for the report month.

See ACL 99.90 Attachment B.

T47. Employment Status

Indicate this adult's employment status for the report month for all adults coded 1 through 3 in item T30 "Family Affiliation".

This item must be left blank for adults coded 5 in item T30 Family Affiliation.

- Code 1 = Employed in the report month
 Code 2 = Unemployed, looking for Work
 Code 3 = Not in Labor Force

All WTW participants (that is, all adults not exempted from WTW participation) are to be coded either code 1 working or code 2 looking for work. All WTW exempt adults are to be coded either code 1 working or code 3 not in labor force.

T48. Work Participation Status (Items T48, T4839, and T4812 apply to both all family and two parent case reviews.)

T48 Work Participation Status

- The chart below illustrates which codes are included in the work participation (WP) rate and which codes are allowed for each type of family (All Families or Two-Parent).

<u>Code</u>	<u>In WP Rate</u>	<u>Type of Family</u>	<u>Description</u>
01	No	All Families	Disregarded-Single parent w/child less than 12 months
02	No	All Family or 2-Parent	Disregarded-Sanctioned 3 months or less
06	Yes	All Families	Exempt-Single parent w/child less than 6 years
07	Yes	All Families	Exempt-Disabled
08	Yes	All Family or 2-Parent	Exempt-Caring for disabled child
11	No	All Family or 2-Parent	Exempt-Other
12	Yes	All Family or 2-Parent	Req'd to participate and sanctioned > 3 mos.
13	Yes	All Family or 2-Parent	Req'd to participate and not sanctd > 3 mos.
14	Yes	All Family or 2-Parent	Required to participate and not sanctioned.

15	Yes	All Family or 2-Parent	Deemed engaged in work Teen in school
16	Yes	All Family or 2-Parent	Deemed engaged in work Teen in Emp Ed 20 hrs
17	Yes	All Families	Deemed engaged in work w/child<6 & work 20hrs
18	Yes	All Family or 2-Parent	Required to participate, <u>not</u> meeting min req.
19	Yes	All Family or 2-Parent	Required to participate, meeting min req.
99	No	N/A	N/A-Not in AU

Note: Codes 03, 04, 05, 09, and 10 are not used in California at this time.

Enter this adult's work participation status for the report month. Use code 99 for adults whose family affiliation code is 2, 3, 4, or 5.

Code 01. Disregard: Participation Rate. Disregarded from participation rate, single custodial parent with child under 12 months old. Twelve months of age is the maximum allowed under TANF regulations, individual counties may assign a lower age limit.

Code 02. Disregard: Participation Rate Sanction 3 Months

Disregarded from participation rate because all of the following apply:

1. required to participate, but not participating
 2. sanctioned for the report month, but not sanctioned for more than 3 months within the preceding 12 month period
- While one or more adults may be sanctioned more than 3 months within the preceding 12 month period, the family itself may not be disregarded from the participation rate for more than a total of 3 months within the preceding 12 month period. Therefore, this code can only be used for a month in which the family is disregarded from the participation rate.

Code 03: Not Applicable in California

Code 04: Not Applicable in California

Code 05: Not Applicable in California

Code 06. Exempt, Single Custodial Parent With Child Under 6 Years old. Single custodial parent with child under 6 years of age and child care is not available.

Code 07. Exempt Disabled Adult is exempt due to disability.

Code 08. Exempt Caretaker of a Severely Disabled Child. Adult is exempt due to being the caretaker of a severely disabled child.

Code 09. Not Applicable in California

Code 10. Not Applicable in California

Code 11. Exempt Other Adult exempted from Welfare To Work (WTW) participation for reasons other than listed.

Code 12. Required to Participate but Sanctioned for More than 3 Months
Adult sanctioned for the report month and sanctioned for more than 3 months within the preceding 12 months.

Code 13. Required to Participate but Sanctioned for Less Than 3 Months. Adult sanctioned for the report month, but not sanctioned for more than 3 months within the preceding 12 months.

Code 14. Required to Participate but Not Participating and Not Sanctioned. Adult required to participate and not participating and not sanctioned for the report month.

Code 15. Deemed Engaged in Work. Deemed engaged in work, single teen head-of-household or married teen who maintains satisfactory school attendance.

Code 16. Deemed Engaged in Work. Deemed engaged in work, single teen head-of-household or married teen who participates in education directly related to employment (vocational education) for an average of at least 20 hours per week during the report month. If 30 hours or more, code 19.

Code 17. Deemed Engaged in Work. Parent or caretaker relative (who is the only parent or caretaker relative in the family) with child under age 6 and parent or caretaker relative engaged in work activities for at least 20 hours per week. If 30 hours or more, code 19.

Code 18. Required to Participate but Not Meeting Minimum Requirements. Adult required to participate and is participating, but not meeting the minimum participation requirements.

Code 19. Required to Participate and Meeting Minimum Requirements. Adult required to participate and is participating and meeting the minimum participation requirements. In a two-parent household if one parent is meeting the work requirements then code the non-working parent here.

Code 99. Not Applicable. Applies to person living with the household and whose income or resources are counted in determining eligibility for or amount of assistance, but is not included in the AU. Also applies to Non-needy Caretaker Relative or SSI Caretaker Relative.

T4839 Parent w/Minor Child in family

Enter the one digit code that indicates the adult's (or minor child head-of-household's) parental status.

NOTE: If T30 is coded 3, 4 or 5 then leave blank.

Code 1. Parent with a minor child in the AU (or otherwise eligible to be in the AU, such as SSI or MFG child) and is counted in the two-parent universe. All cases that meet this specific Two-Parent AU definition should have been identified with the aid code "35" "3M" or "3U" and be included in the Separate State Program universe.

Code 2. Parent with a minor child in the AU (or otherwise eligible child) and is

NOT counted in the two-parent universe.

Code 3. This adult does not have a minor child in the AU (nor an otherwise eligible child).

T4812 Type of Family/Work Participation

NOTE: There can only be one entry in this item per family.

Two-parent families are assistance units (AUS) that included two, aided nondisabled, natural or adoptive parents of the same aided or SSI/SSP minor child (living in the home), unless both parents are aided minors and neither is the head-of-household.

For purposes of this definition:

The disability determination for a parent is based on the definition of incapacity in Manual of Policies and Procedures (MPP) Section 41-430.

A minor parent is not considered a head-of-household when aided as a child.

To ease case management and to ensure accuracy of Two-Parent Separate State Program reporting, parent(s) in this two-parent caseload who are sanctioned for failure to comply with CalWORKs requirements, will remain coded as a Two-Parent AU and will not be transferred at anytime, including the first three months of sanction, to either the Zero Parent (child-only) AU or the All (Other) Families AU caseload.

This data item identifies whether the family will be used to calculate both the overall and two parent participation rates, or used to calculate only the overall participation rate, or will not be used to calculate either work participation rate.

Use only codes 1 and 3 for the Federal sample to show if the family is or is not required to WTW participate.

Use only code 2 for the State funded Maintenance of Effort (MOE) two-parent sample (aid code "35").

There can only be one entry in this item for one adult, in a two-parent family it does not matter which one you use.

Code 1. Family required to participate but not a two-parent family. Family is included only in the overall participation rate.

Code 2. Two-parent family. This code is to be used only for the State funded two-parent M.O.E. sample.

Code 3. Family not required to participate.

T49. Unsubsidized employment Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

Unsubsidized employment means paid employment, in the private sector or public, for which the employer receives no governmental subsidy. This code includes self-employment.

Enter the actual (as opposed to scheduled) average number of hours per week, if none enter zero.

Average number of hours per week is the total report month hours divided by 4.3.

T50. Subsidized Private Sector Employment Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

Subsidized employment means employment in which the Welfare to Work (WTW) participant's private sector employer is partially or wholly reimbursed for wages and/or training costs.

Enter the actual (as opposed to scheduled) average number of hours per week, if none, enter zero.

Average number of hours per week is the total report month hours divided by 4.3.

T51. Subsidized Public Sector Employment Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

Subsidized employment means employment in which the Welfare to Work (WTW) participant's public sector employer is partially or wholly reimbursed for wages and/or training costs.

Enter the actual (as opposed to scheduled) average number of hours per week, if none, enter zero.

Average number of hours per week, as defined by the CalWORKs program is the total report month hours divided by 4.3.

T52. Work Experience Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

Work experience means the limited term work for an employer to develop work habits and work history.

There is no expectation that the participant will be hired at the end of the training period. Work experience may be paid or unpaid, in the private or public sector. The difference between paid work experience and on the job training (OJT) item #53 is that on the job training (OJT) participants are hired on a permanent basis.

Enter the actual (as opposed to scheduled) average number of hours per week, if none, enter zero.

Average number of hours per week is the total report month hours divided by 4.3.

T53. On The Job Training Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

On the Job Training (OJT) means employment in which the employer is paid to provide skill training to a participant on the job and pays a wage to that participant. The expectation is that on completion of the training period, the participant will transition to unsubsidized employment with that employer. All On Job Training (OJT) activity is to be reported here regardless of the funding source for employer reimbursement (e.g., grant diversion, Private Industry Council [PIC], et cetera [etc.]).

Enter the actual (as opposed to scheduled) average number of hours per week, if none enter zero.

Average number of hours per week is the total report month hours divided by 4.3.

T54. Job Search and Job Readiness Assistance Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

Job search means a Welfare to Work (WTW) activity in which the participant's principal activity is to seek employment.

Job readiness assistance means a Welfare to Work (WTW) activity that provides the recipient with training to learn the basic job seeking and interviewing skills, to understand employer expectations, and to learn skills designed to enhance an individual's capacity to move toward self-sufficiency.

Enter the actual (as opposed to scheduled) average number of hours per week, if none, enter zero.

Average number of hours per week is the total report month hours divided by 4.3.

T55. Community Service Programs Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

Community service means a Welfare to Work (WTW) training activity that is temporary and transitional is performed in the public or private nonprofit sector under the close supervision of the activity provider.

Community service provides participants with basic job skills that can lead to employment while meeting a community need.

Enter the actual (as opposed to scheduled) average number of hours per week, if none, enter zero.

Average number of hours per week is the total report month hours divided by 4.3.

T56. Vocational Education Training Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

Vocational education means vocationally specific skill training in a classroom or on a job site.

Enter the actual (as opposed to scheduled) average number of hours per week, if none, enter zero.

Average number of hours per week is the total report month hours divided by 4.3.

T57. Job Skills Training Directly Related to Employment Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

Job skills training directly related to employment means a specific job has been offered contingent on the completion of specific skills training.

Enter the actual (as opposed to scheduled) average number of hours per week, if none, enter zero.

Average number of hours per week is the total report month hours divided by 4.3.

T58. Education Directly Related to Employment Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

Education directly related to employment for individuals with no high school diploma or certificate of high school equivalency means the recipient has a job contingent on the completion of the educational requirement. Included are adult basic education, English-as-a-Second-Language (ESL), and General Equivalency Diploma (GED).

Enter the actual (as opposed to scheduled) average number of hours per week, if none, enter zero.

Average number of hours per week is the total report month hours divided by 4.3.

T59. Satisfactory School Attendance Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

Further, this item only applies to teen head of household.

Satisfactory school attendance for persons without a high school completion (diploma, equivalency certificate) means attendance at a secondary school or in a course of study leading to a certificate of general equivalence or high school diploma.

Enter the actual (as opposed to scheduled) average number of hours per week, if none, enter zero.
Average number of hours per week is the total report month hours divided by 4.3.

T60. Providing Child Care to Individual Participating in Community Service Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

Providing childcare to an individual participating in community service means being assigned by Welfare to Work (WTW) as an unpaid child care provider for participants in either community service or work experience.

Enter the actual (as opposed to scheduled) average number of hours per week, if none, enter zero.
Average number of hours per week is the total report month hours divided by 4.3.

T61. Additional Work Activity Permitted Under Waiver Demonstration Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

Additional work activities permitted under a demonstration project waiver means those activities other than the CalWORKs activities listed above that are specifically countable under the terms of the waiver.

Enter the actual (as opposed to scheduled) average number of hours per week, if none, enter zero.
Average number of hours per week is the total report month hours divided by 4.3.

T62. Other Work Activities Hours

ONLY APPLIES TO T30 FAMILY AFFILIATION CODE 1.

"Other work activities" covers all other work activities provided that are not permitted under a State waiver and are beyond the requirements of the statute. If several, combine the average number of hours per week.

Enter the actual (as opposed to scheduled) average number of hours per week, if none enter zero.
Average number of hours per week is the total report month hours divided by 4.3.

T64A. Amount of Gross Self Employed Earned Income

Enter the amount of gross self-employed earnings for the report month.
If none, enter zero.

T64B. Amount of Self Employed Earned Income after Business Deductions

Enter the amount of self-employed earnings after the cost of doing business has been deducted from self-employed gross. For CalWORKs, this is after the 40% self-employment deduction. If none, enter zero.

T64C. Amount Gross Non-Self Employed Earned Income

Enter the amount of earned income (non-self employed) for this adult for the report month. If none, enter zero.

T65A. Amount Earned Income Credit

Enter the amount of Earned Income Credit (EIC) for this adult for the report month. If none, enter zero.
Earned Income Credit (EIC) is the income formerly known as Earned Income Tax Credit (EITC).

T65B. Amount of Social Security

Enter the amount of Title II Social Security benefits received by this adult for the report month. If none, enter zero.

T65C. Amount of Supplemental Security Income (SSI)

Enter the amount of Title XVI SSI received by this adult for the report month. If none, enter zero.

T65D. Amount of Worker's Compensation

Enter the amount of Worker's Compensation (WC) received by this adult for the report month. If none, enter zero.

T65E. Other Unearned Income

Enter the amount of unearned income received by this adult for the report month. Includes but is not limited to: Veteran's benefits, Unemployment Compensation, other government benefits, a housing subsidy, a contribution or income-in-kind, deemed income, General Assistance, educational grants/scholarships/loans, and other. Do not include EITC, Social Security, SSI, Worker's Compensation, Value of Food Stamp benefits, the amount of a Childcare subsidy, or the amount of Child Support. If none, enter zero.

T65F. State Disability Income

Enter the amount of State Disability Income (SDI) received by this adult for the report month. If none, enter zero.

T65G. Private Disability Income

Enter the amount of Private Disability Income (PDI) received by this adult for the report month. If none, enter zero.

CHILD LEVEL DATA: ONE PER PERSON

A "child" means a person who is a member of an AU and who is under the age of 18 or is enrolled as a full-time student in high school or a vocational or technical program, provided he/she can reasonably be expected to complete the program before reaching age 19. A minor parent shall be considered a child to the extent they are included in an AU with a senior parent.

T66 FAMILY AFFILIATION

Indicate this child's family affiliation.

- Code 1. Member of AU. Include MFG children in this code.
- Code 2. Parent (not in the AU) of a minor child that is an AU member. This code applies to an excluded minor parent in his/her senior parent's case.
- Code 3. Do not use this code for children.
- Code 4. Minor sibling (not in the AU) of a minor child that is an AU member. Use code 1 for MFG children.
- Code 5. Do not use this code for children.

T66A. Are this Child's Needs Excluded From the Maximum Aid Payment (MAP) due to Maximum Family Grant (MFG) Regulations

Indicate whether this is an MFG child.

T66B. Is This Child a Parent of a Child in the AU?

Indicate whether this child is also the parent of a minor child in the AU.

T67A Mother Marital Status at Birth

Indicate the marital status of this child's mother at the time of this child's birth.

- Code 1. At the time of this child's birth, the mother was married to someone. This includes separated.
- Code 2. At the time of this child's birth, the mother was not married to anyone. This includes divorced (and not remarried).
- Code 9. The mother's marital status at the time of this child's birth is unknown.

T67B Was This Child Born on Aid

Enter the code to indicate whether this child was born on TANF (that is, on 12-01-96 or later and the AU was receiving TANF). If the child was born subsequent to 12-01-96 and the family was not receiving TANF, enter code 2 "no". If this child was born prior to 12-01-96, enter code 3 "N/A".

T69A Hispanic or Latino

Enter either a code 1 (Yes) if this child is Hispanic or Latino or Code 2 (No) as recorded in agency records. **Each child must have a code in T69A AND at least one item in T69B through T69F must be coded 1.**

T69B American Indian/Alaskan Native

Enter either a code 1 (Yes) if this item indicates the race of this child or code 2 (No) as recorded in agency records.

T69C Asian

Enter either a code 1 (Yes) if this item indicates the race of this child or code 2 (No) as recorded in agency records.

T69D Black or African American

Enter either a code 1 (Yes) if this item indicates the race of this child or code 2 (No) as recorded in agency records.

T69E Hawaiian/Pacific Islander

Enter either a code 1 (Yes) if this item indicates the race of this child or code 2 (No) as recorded in agency records.

T69F White

Enter either a code 1 (Yes) if this item indicates the race of this child or code 2 (No) as recorded in agency records.

T70 Gender

Indicate this child's gender.
Code 1. male
Code 2. female

T71A Receives Disability Benefits from a Non-Social Security Funded Program

Indicate whether this child received non Social Security based disability benefits for the report month. An example of a non Social Security Act federal disability program is Black Lung benefits.

T71B Receives Supplemental Security Income (SSI) Title XVI – SSI

Indicate whether this child received SSI for the report month.

T72 Relationship to Head of Household (HH)

Indicate this child's relationship to the head of the CalWORKs household.
Codes 01, 02, 03, and 10 are not applicable to children.
Use only code 04, 05, 06, 07, 08 or 09 as appropriate.
Code 01. N/A
Code 02. N/A
Code 03. N/A
Code 04. Daughter or Son of the head of household.
Code 05. Stepdaughter or Stepson of the head of household.
Code 06. Grandchild or Great Grandchild of head of household.
Code 07. Other Related Person. Child is related to head of household in manner not specified above.
Code 08. Foster Child of the head of household. If the child is both a foster child and other related (code 07), code as foster.
Code 09. Unrelated Child. Child has no natural, step, adoptive, nor foster relationship to the head of household.
Code 10. N/A

T73 Parent with Minor Child in Family

Indicate whether this child has a minor child in the AU (or an otherwise eligible child, such as an SSI child). You would answer "Yes" only if this child is a minor parent in his/her senior parent's assistance unit.

Code 1: N/A
Code 2: Yes. Child has own child in family.

Use this code if this minor child is both the parent of an even more minor child in the family, and is neither the head-of-household nor the spouse of the head-of-household.
Code 3: No. This child does not have his/her own minor child in the family.

T74 Education Level

Enter the code indicating the highest education level completed by this child as of the reporting month. "01-11" means to use the number from 01 through 11 to report the grade level if that is the highest completed, for example, if the child is in the ninth grade, code "08". If this child is in kindergarten or nursery school, use code 98, no formal education.
If this person is in the AU, then code 99 "Unknown" is unacceptable.

T75 Citizenship/Alienage

Enter the code indicating this child's citizenship status. Code what the agency records and the IEVS will support. There are three choices:

Code 1. US citizen (native or naturalized);

Code 2. Qualified alien. A "qualified alien" is an alien who is:

- lawfully admitted for permanent residence in the US under the INA; or
- a refugee who is admitted to the US under Section 207 or the INA; or
- Granted asylum under section 208 of the INA; or
- paroled into the US under section 212(d)(5) of the INA for a period of at least one year; or
- an alien whose deportation is being withheld under section 243(h) of the INA (under previous law), or section 241(b)(3) of the INA; or
- granted conditional entry pursuant to section 203(a)(7) of the INA as in effect prior to April 1, 1980; or
- a battered spouse, battered child, or parent or child of a battered person with a petition pending under sections 204(a)(1)(A) or (B) or 244(a)(3) of the INA.

Code 9. Unknown = Other.

T75A Is This Person Excluded Due to Their Alien Status

Indicate whether this child is excluded from the Assistance Unit due to his/her alien status.

T75B If Alien, Date of Entry into United States (US)

Enter the date of entry in the following format: MMDDYY; for example (e.g.), if the date of entry was July fourth, 1989, enter 070489. If this child is either an undocumented alien or not an alien, leave this item blank.

T75C If Alien, Alien Status

If not an alien, leave this item blank.

Code 1. Refugee.

Code 2. Sponsored Alien.

Code 3. Amnesty Alien.

Code 4. Permanent Resident Under Color Of Law (PRUCOL) Alien.

Code 5. Other Alien.

T76A Amount of Unearned Income: Supplemental Security Income (SSI)

Enter the amount of SSI received by this child for the report month.

T76B. Amount of Other Unearned Income

Enter the amount of other disability based unearned income received by this child for the report month.

END